



lifeworks

Learning disability champions

Lifeworks Charity Limited

Lifeworks College Admissions Policy

August 2022

Notice to staff using a paper copy of this guidance, the Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.

Owner: Head of College

Policy Information Chart

Title	Lifeworks College Admissions Policy v3
Document purpose/summary	The college is committed to provide a fair and efficient process for all applicants. This document sets out
Owner	Head of College
Policy Department	Service Area Specific: College
Ratification date	09/22
Review date and frequency	Every 2 years, or earlier if there is a change in evidence or legislation
Consultation process	College staff, Local Authorities
Ratified by	CGC
Target audience	All Lifeworks staff, external applicants
Circulation	Electronic: Intranet Written: Upon request to the Policies Administrator Please contact the Policy Administrator if you require this document in an alternative format.
Equality analysis checklist completed	Yes
References/sources of information	The Equality Act 2010 https://www.gov.uk/guidance/equality-act-2010-guidance The Mental Capacity Act 2005 https://www.gov.uk/government/collections/mental-capacity-act-making-decisions ESFA Funding Rules for Further Education https://www.gov.uk/guidance/16-to-19-education-funding-guidance
Associated documentation/cross referenced policies	Quality of Education Policy
Supersedes document	Admission Policy v2

Executive approval is subject to the understanding that the policy Owner has followed the organisation process for policy ratification.

Document Review History

Version no.	Type of Change: Major, minor, none or taken out of use	Date	Author of change	Description of change
1.0	New document	Jan 2016	Head of College	New document
2.0	Major	Jan 2020	Head of College	Update
3.0	Major	Sep 2022	Head of College	Update format Section re-writes

Contents		Page
1	Equality, Diversity and Inclusion	3
2	Introduction	3
3	Purpose	3
4	Scope	4
5	Definitions	4
6	Responsibilities	4
7	Policy	4
8	Monitoring compliance	5

1.0 Equality, Diversity and Inclusion

1.1 Lifeworks is committed to encouraging equality, diversity and inclusion among our workforce and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The Charity, in providing services, is also committed against unlawful discrimination of service users or the public.

2.0 Introduction

2.1 Welcome to Lifeworks Further Education College, a specialist college for young people with learning disabilities who have completed their compulsory schooling, who may have additional physical disabilities and associated medical needs.

3.0 Purpose

3.1 The College is committed to providing an admission service which ensures that all applications are processed efficiently and fairly, ensuring that we will be able to meet the stated need of each young person, in line with current legislation and best practice, to ensure that students achieve to the best of their abilities.

This policy supports the standards and practices identified in the College Charter and Strategic Plan. It identifies the College's commitment to fulfilling the requirements of the Education Skills Funding Agency, and Ofsted Education Inspection Framework.

4.0 Scope

4.1 This policy applies to all young adults applying for a course at Lifeworks FE College.

5.0 Definitions

5.1 Admissions is the process through which students enter the college.

6.0 Responsibilities

The Board of Trustees, SLT, The CEO, Heads of Service Areas, Line Managers, all College staff to ensure they are all familiar and following the Admissions process.

7.0 Policy

7.1 Communications aim to promote the college courses and facilities, and encourage prospective students and their parents/carers to visit the College and view its facilities by attending a range of events on offers, including Open Days, Community Days, Taster Sessions, or by pre-arranged visits.

7.2 Referrals from statutory bodies

In the first instance we expect the appropriate professional to make the initial enquiry to Lifeworks College by telephone or in writing. Lifeworks College will offer relevant information/brochures for the parents/carers/guardians, and offer appointments initially for parents to visit, accompanied by their Social Worker/ CSW if they wish. A further appointment can they be made for the potential student to visit if all parties wish to proceed. An assessment of the young person will then be undertaken at Lifeworks College, home and at the current education provider as part of a complete information gathering process.

7.3 Self-referrals

Parents/Carers can make a direct enquiry to Lifeworks College by telephone or in writing. On making an enquiry to Lifeworks College they will be asked to provide as much information as possible and give permission for the Head of College to obtain further information from relevant sources. Lifeworks College will then proceed as above with an assessment.

7.4 Introductory visits

Dates for introductory visits will be agreed to suit Lifeworks College and the family. On their visit the young person should be accompanied by either one or both parents or their school representative.

If necessary a further visit will be arranged where the young person will spend time alone with their potential student peers.

7.5 Meeting needs

Before agreeing to an admission, Lifeworks College will ensure that the needs of any young person will be met. This whole structure of contacts and visits is to clarify the young person's and families' needs, to make all parties comfortable with what the college is offering, ensure the young person's individual needs are able to be met.

Integral to the assessment considerations will be given to:

- A review of the EHC Plan and needs
- Does the ethos and curriculum suit the young person?
- Is Lifeworks College equipped adequately to fulfil the young person's needs?
- Can Lifeworks College meet all the additional needs that the young person may have?
- Is the home geographically suitable for the young person and their family?
- Is the young person able to attend a supported work placement?

The assessment process will be person-centred, placing the individual, theirs and

their parents/carers perception of their educational and future needs at the core of the assessment.

Lifeworks College will ensure that:

- Access to assessment and provision is fair and consistent without discrimination on the grounds of race, disability, gender, age, sexual orientation, religion or belief, or type of health need
- Ensure that the young person and their family and/or carers understand the assessment process, and receive advice and information to enable them to participate in informed decisions
- Assessments will consider the complexity and intensity of interactions in the following areas:
 - behaviour
 - cognition development
 - psychological needs and well-being
 - communication
 - mobility

- 7.6 Applicants will have the opportunity to disclose specific support needs throughout the admission and application process, and all applicants will be required to provide their Education, Health and Care Plan prior to enrolment.
- 7.7 The College will ensure that all applicants have equal access to confidential and impartial guidance, which is realistic and tailored to individual needs and delivered by appropriately trained careers guidance practitioners.
- 7.8 College staff will work with other agencies, such as Careers South West, schools, Local Authorities, and employers to develop appropriate partnerships between the College and referring organisations.
- 7.9 Entry requirements for each specific curriculum pathway are detailed on communications, and placement will be in line with any prior attainment and a range of initial assessment activities.
- 7.10 The College has a duty of care to all students and staff, and reserves the right to refuse admission if there is evidence the applicant could be a threat or danger to others.
- 7.11 The College Admin will send out enrolment and starting details to applicants in July/August on confirmation from the Local Authority of placement.
- 7.12 Lifeworks College reserves the right to decline any admission where it is assessed that the needs of the young person cannot be met.

8 Monitoring compliance

This policy will be monitored and reviewed through:

- Applicant feedback
- Staff evaluation
- Termly Course Performance Reviews
- The College Self-Assessment Report and Quality Improvement Plan